

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Monterey County Community Action Partnership
Address 1000 South Main Street
City Salinas, CA 93901

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Margarita Zarraga
Title Community Affiliation Manager
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Section II - Certification

- 1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.



The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Carol Lieberman

Board Chair

May 11, 2009

Date

Barbara Verba

Executive Director

May 11, 2009

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number	611675901
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Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number	5G4S1
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Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

Attached is a copy of the County's web page containing the CSBG Recovery Act Local Plan. In addition, the agency sent a press release including a link to the county's website to access the local Recovery Plan and stating that if the plan is approved, it will have an immediate result of 20 jobs created and/or retained in Monterey County. A copy of the press release is attached.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

The Community Action Commission is very pleased with this unprecedented opportunity to assist low-income families and individuals with employment support activities and other services focused on the goal of self-sufficiency. These services and activities will be tailored to the specific needs of the families who are seeking services in the four regions of the county. The Recovery Local Plan is the result of several meeting discussions with the Community Action Commission and input from the Monterey County Community Action Partnership subcontractors. The services and activities are a true reflection of what is needed in the local community to assist those families who have been impacted by the current trend in the economy.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

Monterey County Community Action Partnership is a branch of the Department of Social and Employment Services. The Community Action Agency provides supportive services to low-income people in the county by subcontracting with local community based non-profit service providers. The agency will be using the same service delivery system to allocate the Recovery Act funding, with the exception that these new projects will be focused on employment activities and employment supports as required by the Recovery Act. The current network of service providers are already serving the entire county and will continue covering the same geographical area with the Recovery Act projects.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

The Monterey County Community Action Partnership service providers will use this funding to create new positions and or retain positions that are currently or imminently unfunded. Since most of the activities funded by the Recovery Act will be employment related, the short-term effect will be the creation and retention of jobs, the long-term goal will be the impact these newly created and or retained positions will have in low-income individuals and families. Many of these families will have a long lasting benefit of acquiring skills and hopefully a job that can increase their income and ultimately change their lives.

D) Provide a description of how linkages will be developed to fill identified gaps in services. through the provision of information, referrals, case management and follow up consultations.

With the implementation of these projects, the Community Action Partnership staff will be convening and leading a collaborative effort with the 20 newly established positions with the purpose of conducting outreach, marketing and referral. The purpose of this collaborative effort will be to increase the Employment Specialist's level of awareness of other services available in the community for referral and follow up. For example: One Stop Career Centers, Adult Schools, Child Care Services, re-entry services, energy and weatherization services, health services, child support and other main stream services that might assist in the job development activities.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

Monterey County Community Action Partnership staff and the Community Action Commission are coordinating with many other community resources for the most effective way to take advantage of the Stimulus Funding streams. One example is the involvement with the local planning with community partners for the TANF Emergency Contingency Fund. This initiative requires coordination with private and non federal public resources because 20% of the costs will not be funded under TANF. Another example is the participation in the application for the Homeless Prevention and Rapid Re-Housing grant, the Department of Social and Employment Services and the Community Action Partnership will be leading the county application on behalf of the Homeless Services Providers in Monterey County.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

The team of Employment Specialists hired through the Recovery Act funds will provide pre-employment skills building, job referrals, and follow up to assist clients in obtaining/retaining employment. In addition, these Employment Specialists will engage and establish relationships with local employers supportive of the target populations to create job referral pathways. As mentioned above, the Community Action Partnership staff will be responsible for coordination and establishment of a high level of awareness amongst the Employment Specialists on services available to families working on their way to self-sufficiency.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

The Monterey County Community Action Partnership is in the process of submitting the 2010-2011 CSBG Community Action Plan, which includes information on the current needs of the low-income people in this community. The activities proposed in this plan for the use of the Recovery Funds are in accordance with the needs assessment conducted between October 2008 and March 2009.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

The Community Action Partnership staff is planning to convene, coordinate, and promote awareness on the available resources in the community that could benefit the families seeking employment supports. Part of this outreach will include guidance and referral to main stream programs, such as SSA/SSI, TANF, Medi-Cal, Food Stamps, child support, and other benefits. Monterey County is a large rural county with several impoverished areas; subcontractors have indicated that they will provide services in all areas of the county. Many low-income people are working in the agriculture and many are employed by the hospitality industry. The following subcontractors will be creating and or retaining positions to serve families with employment support activities: Housing Resource Center of Monterey County, Community Human Services, YWCA Monterey County, Alisal Family Resource Center-Healthy Start, Soledad Unified School District, Suns Street Centers, John XXIII Aids Ministry, United Way Monterey County, and North County Recreation and Park District.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

The Community Action Partnership will include outreach in low-income neighborhoods to market services under the Recovery Act in each of the subcontracts as a required outcome. All agencies will use every opportunity to showcase the outcomes of these projects, for example: newsletters, websites, press releases, career fairs, parent meetings, local adult schools, local community TV, local newspapers, and brochures.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

A Community Action Partnership staff sits as a Board member of the Central Coast Energy Services. This agency provides energy assistance and weatherization services for Monterey County and Santa Cruz County. To this date, the plan is to utilize the current ramp up of services of this provider, to engage low income people to learn and obtain a job at the same time. This will be accomplished by coordinating services with other agencies and leveraging other appropriate funding streams. There is no Memorandum of Understanding yet, but we are looking to formulate an agreement as soon as possible.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

As mentioned above, The Community Action Partnership and the Department of Social and Employment Services are engaged in a dialogue to plan for coordination and leverage of resources with Energy Services providers. It is the goal of all stakeholders to maximize the available resources to obtain the optimum outcomes for the long term impact of the Recovery Funds. Energy Services is quickly planning for coordination of a subsidized training program by which the participants will obtain a skill and a job at the same time. This coordination includes the participation of other branches of this department such as CalWORKs, the Workforce Investment Board, and the Office for Employment and Training. The Community Action Partnership is planning to take full advantage of the TANF Emergency Contingency Fund to leverage CSBG Recovery Act funding.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Self Sufficiency Resources - Collaborative Meetings
Cost	\$23,213
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	Seven proposed collaborative meetings are detailed in Attachment 1. The subcontracted project partners have agreed to commit 4 hours a month for the positions funded with this plan to attend these meetings. The meetings will increase knowledge, referrals and innovative working relationships among organizations providing self sufficiency services. Community Action Commissioners have requested to be invited to these meetings as well. Based on feedback from participants, the most valuable meetings will be repeated for a total of 12 between June 2009 and July 2010. Facilitation of these meetings will be provided by Community Action Partnership staff.

A.2) Project/Activity #2

Title	Volunteer Income Tax Assistance (VITA) Collaboration and Technical Assistance
Cost	\$25,272
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	CAP staff will collaborate and assist the United Way Monterey County to adopt and expand the Volunteer Income Tax Assistance (VITA) program. Statewide, United Ways are often the lead agencies for VITA programs, and this new leadership will benefit the low income taxpayers in Monterey County.

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In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	Career Counselor
Subcontractor	YWCA Monterey County
Cost	\$84,000
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	The Career Counselor will work in the Lawson Safe House, and counseling centers in Monterey and Salinas, to case-manage clients, and collaborate with therapists, and/or the client's social worker. This position will assist clients to find sustainable work and housing upon leaving the shelter environment.

B.2) Subcontractor Project/Activity #2

Title	Financial Education Counselor
Subcontractor	Housing Resource Center Monterey County
Cost	\$60,000
Est. # of Jobs	✖ Created # 2 <input type="checkbox"/> Retained #
Description	Bilingual financial education and counseling will be provided to reduce poverty and empower low-income families and individuals in rural and urban areas to become self-sufficient. Client follow-up will be conducted for clients who participate in counseling to determine if they are able to adhere to a budget and have increased savings.

B.3) Subcontractor Project/Activity #3

Title	Volunteer Income Tax Assistance (VITA) Coordinator
Subcontractor	United Way Monterey County
Cost	\$60,000
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	The Volunteer Income Tax Assistance (VITA) Coordinator position will enable the program to grow substantially to provide free tax preparation, access to tax credits, and financial education to lower income taxpayers. This position will coordinate targeted outreach to individuals eligible for the Earned Income Tax Credit (EITC) and Child Tax Credit by providing materials and marketing in English and Spanish, making presentation to organizations and employers.

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B.4) Subcontractor Project/Activity #4

Title	Job Developer
Subcontractor	Sun Street Center
Cost	\$60,000
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	Job Developer will work with men who have at least 45 days in recovery from addiction to find employment. Short-term goals will be to build resumes, fill out applications on line, practice interviewing skills, and appropriate attire for an interview. Job Developer will meet with prospective employers, and provide retention services once employment is secured.

B.5) Subcontractor Project/Activity #5

Title	Workforce Training and Development Teacher
Subcontractor	Soledad Unified School District
Cost	\$104,160
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	A Workforce Training and Development Teacher will give adults the opportunity to learn skills to prepare for higher paying jobs and a career ladder in the healthcare professions. Classes will prepare students for state certification and/or testing. The teacher will work to place students with employers after training.

B.6) Subcontractor Project/Activity #6

Title	Family Resource Center Manager
Subcontractor	Alisal Community Healthy Start
Cost	\$135,443
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	This project, Proyecto Libertad, will provide a three-pronged model to advance long-term economic and employment needs of individuals, families and communities. The project will support and partner in the delivery of a Vocational ESL Program (VESL) enhanced by job-seeking workshops, on-line job application assistance, resume writing workshops and interviewing skills. Participants will be prepared for jobs in the tourism/hospitality industry.

B.7) Subcontractor Project/Activity #7

Title	Employment Specialist
Subcontractor	Community Human Services
Cost	\$51,515
Est. # of Jobs	✖ Created # 1 <input type="checkbox"/> Retained #
Description	A full-time Employment Specialist will work with homeless transition-age youth and adults in recovery from substance abuse. Services will focus on job-seeking skills, employment expectations, job placement and job expansion or retention.

B.8) Subcontractor Project/Activity #8

Title	Youth Program Assistants
Subcontractor	Community Human Services
Cost	\$29,952
Est. # of Jobs	✖ Created # 2 <input type="checkbox"/> Retained #
Description	Two part-time positions for transition-age youth will work in CHS's runaway and homeless youth programs. These positions are expected to be filled by current or former participants. They will be mentored by the Program Director and other staff. Their services will increase the amount of street outreach, counseling and ancillary services including food access and hygiene kits.

B.9) Subcontractor Project/Activity #9

Title	Recreation Leader
Subcontractor	North County Recreation and Park District

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Cost	\$42,981
Est. # of Jobs	✱ Created # 6 ✱ Retained # 3
Description	The Recreation Leaders will provide summer day care and after school care for working parents. By providing day care at a affordable cost, individuals will be able to continue working during summer months and week longer days during the school year. The cost for summer day care was projected to be \$110/week, which is prohibitive for many families. With this funding, more staff will be hired, and the cost for summer day care will be reduced by approximately 50% so that more working parents can take advantage of it.

B.10) Subcontractor Project/Activity #10

Title	Client Services Coordinator
Subcontractor	John XXIII AIDS Ministry
Cost	\$44,544
Est. # of Jobs	□ Created # ✱ Retained # 1
Description	The Client Services Coordinator will assist individuals who are HIV+ and low-income, unemployed or underemployed. 50% of the time will be spent working with clients who need employment or education assistance, and on securing and maintaining housing, food and transportation assistance. Additionally, other services include HIV education, emotional support and linkages to other community services.

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

The Community Action Commission Allocations Committee set the process to allocate the Recovery Act funding. This process included the identification of those agencies within the Community Action network which could provide the services required by the Recover Act. The majority of the subcontractors responded positively to the opportunity by submitting proposals with innovative "out of the box" projects focused on employment and employment supports. All of these contractors were originally selected through a Request for Proposals in an open bid process.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1 A Unemployed and obtained a Job: projected 290	Subcontractor Projects #1, 4, 5, 6, 7, 8, 10	These subcontractors will be working with unemployed participants in new and expanded ways to help them get jobs.
1.1 B Employed and obtained an increase in employment income: projected 76	Subcontractor Projects #1, 4, 7, 8	These subcontractors will be working with participants to realize an increase in employment income.
1.1 C Achieved "living wage" employment and benefits: 7	Subcontractor Projects #4, 7, 8	These subcontractors will be working with participants to gain living wage employment with benefits.
1.2 A Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma: projected 40	Subcontractor Projects #5, 6	These subcontractors will be providing pre-employment skills/competencies required for employment including Vocational ESL, resume writing, interviewing skills, and employemnt soft skills.
1.2 B Completed ABE/GED and received certificate of diploma: projected 30	Subcontractor Projects #5, 6	These subcontractors will be providing Adult Basic Education and GED preparation in English and Spanish, resulting in a certificate or diploma.
1.2 C Completed post-secondary education program and obtained certificate or diploma: projected 10	Subcontractor Projects #5	This subcontractor will provide education and training for healthcare careers.
1.2 D Enrolled children in "before" or "after" school programs, in order to gain or maintain employment: projected 45	Subcontractor Projects #5, 9	These subcontractors will enroll children in after school programs in order for parents to gain or maintain employment.

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1.2 E Obtained care for child or dependent in order to gain or maintain employment; projected 35	Subcontractor Projects #5, 9	These subcontractors will enroll children or dependents in care in order for parents to gain or maintain employment.
1.2 F Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment; projected 6	Subcontractor Projects #10	This subcontractor will assist participants to access transportation and/or driver's license.
1.2 G Obtained health care services for themselves or a family member in support of employment stability needed to gain or retain employment;	Subcontractor Projects #5, 6	These subcontractors will help participants enroll in Medicare Healthy Families.
1.2 H Obtained safe and affordable housing in support of employment stability needed to gain or retain employment; projected 56	Subcontractor Projects #1, 10	These subcontractors will provide housing assistance to individuals and families who have experienced domestic violence, and individuals living HIV+, to support employment stability.
1.2 I Obtained food assistance in support of employment stability needed to gain or retain employment; projected 55	Subcontractor Projects #1	This subcontractor provides food assistance to individuals and families affected by domestic violence in support of employment stability.
1.3 A1 Participants in tax preparation programs who identify any type of Federal or State tax credit: projected 460	Activity #2 and Subcontractor Projects #1, 3	CAP staff will collaborate with subcontractors to expand the Volunteer Income Tax Assistance (VITA) program. The program will focus on individuals and families eligible for the Earned Income Tax Credit and Child Tax Credit.
1.3 A3 Enrolled in telephone lifeline and/or energy discounts; projected 6	Subcontractor Projects #10	This subcontractor will work with energy services providers to assist participants to access energy discounts.
1.3 B1 Demonstrate ability to complete and maintain a budget for over 90 days; projected 200	Subcontractor Projects #1, 2, 10	These subcontractors will provide financial education and one-on-one financial counseling services with a goal of helping participants make good use of their income.
1.3 B2 Opening an IDA or other savings account and increased savings; projected 70	Subcontractor Projects #1, 2	These subcontractors will provide financial education and one-on-one financial counseling services with a goal of helping participants increase savings.
1.3 B3 Participants in asset development program (small business, post secondary education, purchase home); projected 10	Subcontractor Projects #1	This subcontractor will provide financial education and one-on-one financial counseling services with a goal of helping participants save for a small business, post education education or to purchase a home.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

Not applicable

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

- ☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

CAP staff will complete a monthly timestudy to track administrative costs to one measureable outcome that consists of CSBG Recovery Act contract development, subcontractor monitoring, reporting, and assistance to subcontractors to achieve their goals. The Community Action Partnership and the Department of Social and Employment Services will up to 12% of the funds for administrative costs.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

Not applicable

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

Not applicable

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

Not applicable

Attachment 1

[illegible]